

Emergency Action Procedures Manual

Meridian Community College



Prepared by the
Director of Safety and Security

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Introduction

Meridian Community College may be vulnerable to emergencies or hazards resulting in injury, loss of life, disruption of normal operations or services, and/or property damage. This document provides comprehensive information regarding the composition and duties of the Incident Management Team (IMT) and the Emergency Action Procedures (EAP). Implementing the EAP can minimize the damage caused by an emergency. Familiarity with these procedures is essential for an efficient emergency response.

A copy of the EAP will be posted on EagleNet for faculty, staff, and students to review. This plan will be regularly evaluated and updated. Suggestions for revisions, additions, or deletions of any procedure within the EAP are encouraged and should be directed to the Director of Safety and Security.

General Guidelines

The President holds primary responsibility for all final decisions regarding college programs, operations, relief efforts, and emergency response. This includes allocating responsibilities during emergencies and informing the Board of Trustees about preparations, updates to emergency procedures, and any damage incurred. Additionally, the President oversees decisions related to college closures.

The responsibilities, functions, procedures, and tasks outlined in the Emergency Action Plan (EAP) apply to all MCC locations, with any procedural differences clearly stated based on specific circumstances. In an emergency, the President, an authorized designee, and/or the Campus Incident Management Team (IMT) will utilize the EAP to formulate and manage the response. It is important to note that despite thorough planning, emergencies are unpredictable and may not always conform to established procedures.

Incident Management Team (IMT)

Title	Name	Emergency Response Role
President	Dr. Thomas Huebner	Incident Commander
Chief of MCC Police	Casey McElhenny	Deputy Incident Commander
Vice President for Institutional Advancement	Dr. Leia Hill	Chief Public Information Officer
Chief Financial Officer	Drew Edwards	Chief of Finance and Administration
Vice President for Student Affairs	Dr. Cedric Gathings	Chief Liaison Officer
Associate Dean of Student Affairs	Sander Atkinson	Liaison Officer
Vice President for Academic Affairs	Michael Thompson	Chief of Planning
Associate Vice President for Technology	Kelley Gonzales	Planning Officer
Vice President for Workforce Solutions	Joseph Knight	Chief of Operations
Director of Workforce Grants and Development	Darren Bane	Operations Officer

Director of Facilities	Jim Price	Chief of Logistics
Associate Dean of Enrollment Services	Whitney Stevens	Logistics Officer
Director of Safety and Security	Lindsey Clodfelter	Chief of Emergency Management
Director of Visual Media	Tony Boutwell	Chief of Technological Support
Production Specialist	Jet Scarbrough	Technological Support Officer

The Incident Management Team may include any or all of the above based on initial and continuing evaluations of an emergency event. The IMT will provide overall direction and management for response to an emergency. Those who are able should attempt to congregate in the Incident Command Center (ICC) during an emergency.

Responsibility Distribution of Incident Management Team (IMT)

Title	Positions	Responsibilities
<ul style="list-style-type: none"> - President - Chief of MCC - Police 	<ul style="list-style-type: none"> - Incident Commander IC - Deputy Incident Commander DIC 	Administrates the overall incident management, response coordination, and information services to internal and external stakeholders.
Director of Safety and Security	Chief of Emergency Management	Delegates communication and responsibility between emergency personnel and dispatch. Coordinates relief efforts subsequent to incident.
Vice President for Advancement	Chief Public Information Officer PIO	Manages Public communications as the point of contact for media outlets. Coordinates the dissemination of accurate, timely, and appropriate information to campus and the public.
Chief Financial Officer	Chief of Finance and Administration Section CFA	Oversees financial resources, conducts cost analysis, documents incident-related expenses (compensation and reimbursement costs), negotiates contracts, and manages timekeeping.
<ul style="list-style-type: none"> - Vice President of Student Affairs - Associate Dean of Student Affairs 	<ul style="list-style-type: none"> - Chief Liaison Officer - Liaison Officer 	Serves as the point of contact for representatives of agencies that can assist in response and recovery efforts.
<ul style="list-style-type: none"> - Vice President for Academic Affairs - Associate Vice President for Technology 	<ul style="list-style-type: none"> - Chief of Planning - Planning Officer 	Tracks assigned resources, documents all aspects of the incident, and develops demobilization plans.
<ul style="list-style-type: none"> - Vice President for Workforce Solutions - Director of Workforce Development 	<ul style="list-style-type: none"> - Chief of Operations - Operations Officer 	Supports the protocols reflected in the EAP by enforcing compliant responses. Manages and Coordinates response and relief resources.

<ul style="list-style-type: none"> - Director of Facilities - Associate Dean of Enrollment Services 	<ul style="list-style-type: none"> - Chief of Logistics - Logistics Officer 	Responsible for the procurement and account of essential personnel, equipment, supplies, and other resources. Arrange meals for responders, maintain facilities, and provide incident personnel transportation and medical support services.
<ul style="list-style-type: none"> - Director of Visual Media - Production Specialist 	<ul style="list-style-type: none"> - Chief of Technological Support - Technological Support Officer 	Maintains, repairs, and operates needed technology in emergency response and relief efforts.

Emergency Response Model

- **Assess:** The Incident Management Team (IMT) will continuously assess potential risks to or on campus, review existing procedures, and evaluate available technology that could advance emergency response.
- **Prepare:** The IMT will review and discuss emergency responses of other organizations or events, learning from others through trial and error. Additionally, the IMT will seek insights and advice from those with expertise in emergency response.
- **Respond:** The IMT will assess current events and damages, confer privately, and decide on the appropriate response procedure. The IMT will rely on the emergency procedures, allocate responsibilities, support those affected, and communicate with media and emergency response agencies.
- **Evaluate:** Following an emergency, the IMT will comprehensively review the response. This evaluation process enables team members to improve procedures and prevention techniques based on tested methods, ensuring the IMT’s advancement in the case of a future emergency.

Emergency Media Relations

The President and the Office of College Communications are primarily responsible for releasing information to the public and the media. Major incidents and emergencies present the potential for interest from local, state, federal, or even international government organizations and/or media outlets. Information released by College Communications should be accurate and honest. Incorrect, incomplete, or dishonest information could be detrimental to the reputation and community members of the College. Refer all news media inquiries to the Office of College Communications at 601.484.8689. If the Office of College Communications cannot be reached, contact the following individuals in this order:

- Dr. Leia Hill: Vice President for Institutional Advancement.
- Dr. Thomas Huebner: President of Meridian Community College.
- Dr. Cedric Gathings: Vice President for Student Affairs.
- Sander Atkinson: Associate Dean of Students.

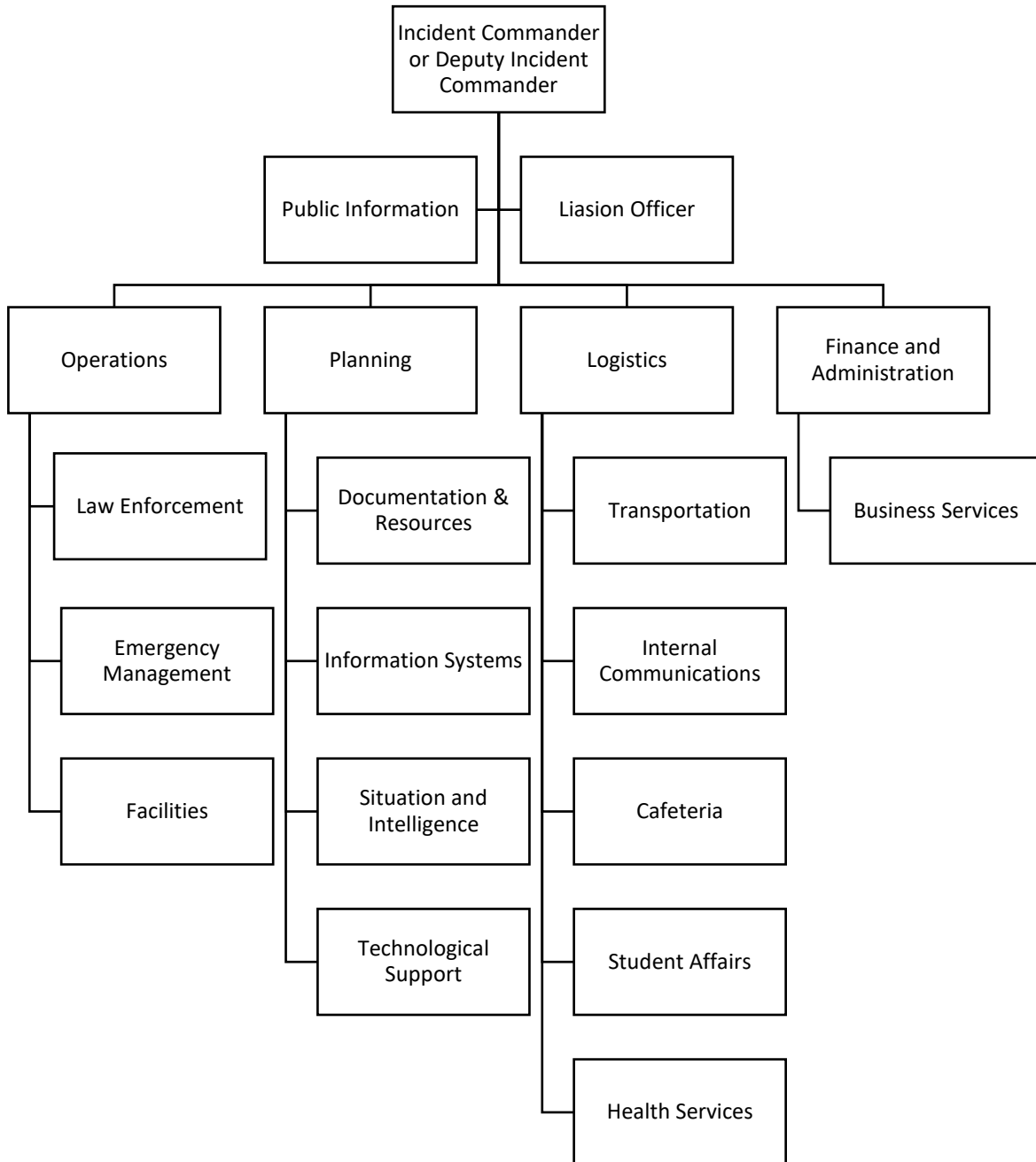
Incident Command Center (ICC)

The Incident Command Center (ICC) will serve as the central hub for emergency response coordination. The primary ICC is the Office of College Communication’s conference room, room 113, located on the

ground floor of L.O. Todd. The President will designate a secondary location if the primary ICC is deemed unsafe or unfit for operations. Once the presence of the IMT is requested, members, not including emergency personnel required to perform field response operations, should quickly report to the ICC. Any updates or inquiries regarding injuries, damage, or event-related information should be directed to the IMT.

Emergency Management Sectional Roles

This model is in accordance with the National Incident Management System.



Operations	
Title	Position Responsibilities
Law Enforcement	Preserves life and protection of property; establishes operational priorities; deploys personnel and equipment; supervises evacuation of hazardous areas; establishes perimeter control; enforces laws; establishes emergency traffic routing; provides security sweeps; provides security for vital facilities and resources; coordinates law enforcement activities; maintains records/logs of calls; assists with rescue and medical response; provides shelter management.
Facilities	Maintains facilities, equipment, and support system; secures building and exterior property; gathers materials, supplies and equipment; shores hazardous materials and removes debris; works with MCC Police; assists in evacuation; assists with hazardous materials incidents; restores, maintains, and operates essential services; assists in establishing emergency facilities; assists in morgue detail.
Emergency Management	Maintains and creates emergency documents and procedures; maintains campus security systems; participates in drills and response; serves as point of contact for logistics chief and MCC Police; documents response, evacuation, and lockdown results; reports critical information; educates campus on safety protocols; participates in debriefings; ensures awareness of assigned Rally Points; coordinates post incident relief efforts.
Technological Support	Maintains needed technology in an emergency; Provides repairs/solutions to broken or overloaded technology; Maintains needed technology in relief efforts; Documents areas in which the college lacks regarding technology use; Aids others using the technology.
Planning	
Title	Position Responsibilities
Documentation and Resources	Ensures and organizes accurate reporting of all resource activity; maintains and updates files for documentation; records steps taken to resolve incidents for legal, analytical, and historical purposes; distributes forms as needed; reports records errors; maintains status reports on all resources; orders and acquires resources as needed; tracks resources through the life of the incident; recovers and/or accounts for resources at the end of the incident.
Information Systems	Performs security and recovery of vital records; establishes communications with off-site records locations; initiates callback procedures for essential records personnel; briefs Incident Commander on vital record status; maintains employee, student, instructor, and other records regularly.

Situation and Intelligence	Collects, processes, and organizes situation information and intelligence; prepares situation summaries; develops projections and forecasts of future events; assesses risks, utilities, and public works data; monitors computers, radio, and television for additional information; establishes status boards, maps, and other displays; collects information from all available sources; assesses changes in incident; provides updates on current situations and projections when available.
Logistics	
Title	Position Responsibilities
Transportation	Transports students and employees to triage areas and/or evacuates students and employees safely and quickly; moves all vehicles to the transportation department; coordinates all campus-wide evacuations with MCC Police and Incident Commander; drives safely; carries a radio when transporting.
Internal Communications	Provides communication services to campus personnel and students; protects and maintains communication systems; ensures equipment is operational; activates emergency communications; recommends resources to correct problems with communications; checks all communications equipment; maintains records/logs/calls; secures operations and logs to Incident Commander; provides communication through cellphone, email, radios, text, or megaphones; maintains list of contacts; labels emails emergency for quick reference; provides name tags to Incident Management Team.
Cafeteria	Provides food, water, ice, and necessary supplies as needed during and after the event. Supplies may be need to be transported to appropriate areas.
Student Affairs	Assists with locating students; provides adequate shelter for students in need; assists families to connect with students; provides general information to students and families; recruits and coordinates volunteers; coordinates and assigns staff to provide counseling and comfort.
Health Services	Triage and provides first aid to students and personnel; assists in patient flow for triage; triage victims; delivers supplies and equipment and stocks/restocks; transportation of victims to appropriate locations; maintains patient records, signs, logs, and flowcharts; communicates with Emergency Operations Center and external emergency agencies.
Finance and Administration	
Title	Position Responsibilities
Business Services	Provides financial, reimbursement and/or administrative services; monitors funds and transactions; maintains payroll, contracts, and other business-related records; maintains visual and written records of damages and ensures inventory is accurate; reports damage to appropriate individuals.

Essential Staff Defined

The following campus staff members should consider themselves on duty and report to their proper workstation if an emergency occurs. If the campus experiences an unscheduled closing, these staff members should plan on reporting to work for scheduled shifts unless departmental storm/emergency plans indicate they are personally not needed or their supervisor releases them. Essential staff includes:

- Facilities Management.
- Dining Services.
- Campus Police.
- Campus Safety and Security.
- Residence Hall/Housing Supervisors.
- Other personnel should be on standby and may be deemed essential depending on the nature of the emergency.

Responsibilities of MCC Personnel

Food and Shelter for Students

Assigned to Residence Life Directors:

- Follow the instructions from emergency personnel regarding students.
- Provide shelter for students in need.
- Work with the Dining Services Manager to plan and ensure food and water conservation, allocation, and distribution to students and/or workers.
- If the residence halls are closed, supervise closure and record the travel destinations of students.
- In the event of resident hall closure, attempt to provide adequate shelter for students who cannot return home or do not have alternate location options.
- Respond to missing persons' inquiries utilizing hall rosters and any travel records recorded during the closure, and communicate with MCC Police and local law enforcement.
- Assist in damage assessments by documenting any noticeable issues and communicating with the proper personnel.
- Coordinate the timely flow of information to campus residents.

Security, Traffic, Crowd Control

Assigned to Campus Police

- Maintain daily operations such as patrol, responding to calls, and keeping the campus secure.
- Immediately respond to emergencies while following the appropriate protocols for law enforcement.
- Make the best possible effort to manage the situation, procuring backup if needed.
- Maintain consistent radio communication.
- Protect lives, property, and the campus as much as possible during emergencies.
- Direct evacuations as needed.
- Maintain traffic and parking.
- Maintain crowd control.
- Maintain adequate professional relations with local law enforcement agencies.

- Establish a fire watch in the event of electrical failure.

Emergency Management

Assigned to Director of Safety and Security

- Perform risk assessments and monitor possible safety concerns.
- Maintain professional relations with local emergency response agencies.
- Inform and educate faculty, staff, and students of appropriate safety practices.
- Maintain technological safety measures such as the wave plus panic button system and AEDs.
- Create emergency protocols and safety documents. Update accordingly
- Use Eagle Alert to inform the campus of an emergency, provide updates, and give the “all-clear”.
- Coordinate requests for ambulances and other emergency medical treatment.
- Maintain consistent radio communication.
- Delegate tasks to emergency personnel.
- Coordinate and provide aid in relief efforts.
- Assess incidents and update protocol based on the response if needed.

Facility Protection

Assigned to Facilities Director

- Perform damage assessment.
- Maintain or immediately restore water, gas, and electric systems.
- Allocate employees and coordinate volunteers for emergency work and repairs.
- Obtain emergency supplies and equipment.
- Obtain permissions for use of college vehicles, equipment, and resources.
- Perform direct repair of physical facilities, systems, and machinery.

Public Information and Media Relations

Assigned to Vice President for Institutional Advancement

- Obtain information from the President, emergency responders, and emergency management.
- Process and disseminate public information and official instructions.
- Ensure public information is appropriate, timely, and truthful.
- Provide information and public relations advice to the President and emergency responders.
- Serve as official spokesperson for Meridian Community College.

Resource Personnel

Various faculty and staff members may be asked to serve as resource personnel in emergencies and may be called upon to provide aid following an emergency situation.

Emergency Task Priorities

In any emergency, all responders must perform or consider general tasks. The following is a prioritized list that applies in any emergency. Emergency Personnel such as first responders and emergency management may have differing responsibilities.

Initial Priorities in an Emergency Situation

Initial tasks will include:

- Bystanders/Witnesses will notify emergency personnel immediately.
- Emergency personnel will respond immediately and assess the circumstances.
- Campus will be notified using Eagle Alert regarding the appropriate response, such as evacuation, lockdown, etc., based on the initial assessment of the situation.
- The primary object is to protect people's lives in an emergency.

Level I Priorities in an Emergency Situation

- Meet in the primary Incident Command Center; if the primary location is unfit, the President will establish a secondary location.
- Determine the nature and severity of the situation.
- Establish and maintain internal and external communication.
- Determine immediate needs.
- Respond appropriately by suppressing fires, controlling hazardous substances, initiating search and rescue, etc.
- Shut down any dangerous operations such as water, gas, etc.
- Delegate tasks between emergency personnel.
- Maintain control functions.
- Obtain outside assistance for medical aid, law enforcement, fire, and/or other resources.
- Protect college facilities, property, and reputation.

Level II Priorities in an Emergency Situation

- Disseminate accurate information to the campus and public.
- Notify local emergency response agencies, the campus, and public media of any suspension or curtailment of activities.
- Provide food and drinking water to students and workers.
- Provide shelter and a sanitary sewer system for campus residents.
- Provide psychological assistance or resources to trauma victims.
- Establish a watch for various hazards as needed.
- Control criminal activity.

Level III Priorities in an Emergency Situation

- Conduct thorough damage assessment.
- Determine resources needed to correct damage.
- Maintain integrity of records, documents, and data.
- Determine and consider financial, legal, and liability concerns.
- Acquire necessary supplies and equipment from community sources.
- Survey facilities and utilities and recertify for use as appropriate.
- Maintain integrity of records, documents, and data.
- Determine and consider financial, legal, and liability concerns.
- Survey academic, athletic, and employee program needs as applicable.
- Resume full or partial academic, athletic, and work schedules.
- Notify media and community agencies of the resumption of activities.

College Operations Delays or Closures

In the event of an emergency adversely affecting college operations or the health, well-being, or safety of students, faculty, and staff, the Incident Management Team may suspend the operation of any or all units of the institution. Emergency situations include but are not limited to severe weather conditions, natural disasters, pandemics, fire, and/or mechanical or equipment failure.

Emergency Alert

Eagle Alert and PA Systems will provide instructions and other pertinent information during an emergency. An all-clear signal may only be issued by an authorized designee, which includes the President or Meridian Community Campus Police, and will be communicated via Eagle Alert, PA systems, or other official college communication channels.

Media Announcements

The Vice President for Institutional Advancement will maintain a current list of contacts from local media outlets and prepare and distribute appropriate messages regarding college decisions such as delays or closures. Information may also be distributed on the college's social media accounts and posted on the college's website.

Incident Specific Procedures

Various types of emergencies could potentially impact the college. Below are guidelines that serve as public information and suggested actions to take in the event of an emergency. The following information should enhance the college community's general preparedness for a potential emergency. The Director of Safety and Security maintains emergency procedures.

Remember:

- **Appendix A:** Designated Shelter-in-place and Rally Point Locations for each building.
- **Appendix B:** Emergency Contacts.
- **Dispatch:** 911.
- **Campus Police:** Cell 601.938.0072, Office 601.484.8620, Ex. 1620.
- Eagle Alert will provide instructions and other available information in an emergency.

Evacuation

An evacuation may be enforced when a location is at risk or unsafe for normal operations. Everyone on campus will be notified of an evacuation through Eagle Alert and/or a fire alarm.

Actions:

- Plan an evacuation before an emergency; be aware of rally points.
- Calmly make your way to the nearest exit.
- Take your belongings if readily accessible.
- Be prepared to take an alternate route in case of unexpected blockage or hazards.
- Try to remain with your class or group as you evacuate.
- Avoid using elevators, if possible.
- Do not activate a fire alarm unless there is an actual fire.
- If you are unable to evacuate, notify campus police.
- Proceed to the rally point.
 - It will be an outside area at least 500' from the building unless specified otherwise in Appendix A.

- Once at the rally point
 - Determine if everyone made it out safely.
 - Report any important details (anyone missing, injuries, hazards) to campus police.
 - Stay clear of emergency personnel and vehicles.
- Remain at the rally point until instructed by emergency personnel.
- Do not re-enter the building unless instructed by authorities.

Lockdown

A lockdown may be enforced if campus safety is at risk and evacuation is not viable. Eagle Alert and the PA system will notify everyone on campus during a lockdown.

Safe Place Definition:

Any room that offers a solid barrier between you and an active threat.

Actions:

- Seek refuge in a safe place.
- Stay in your current location if it meets the requirements of a safe place.
- Lock the door. Barricade the door if able.
- Silence any source of noise (i.e. cell phones, radios, televisions).
- Shut off any visual equipment (i.e. projector).
- Turn off the lights.
- Close blinds and curtains, or use available material to cover windows.
- Distance yourself from windows and doors.
- Stay low. Sit on the floor, in a corner, or against the wall.
- **DO NOT** exit the room until the “all clear” is given through Eagle Alert or authorized personnel.

Fire Alarm During Lockdown:

- Assess your area for signs of fire.
- If there are no signs of fire, remain in lockdown.
- If signs of fire are evident, evacuate only if it is safe.
- If evacuation is not an option, notify campus police or 911. If unable to access a mobile device, attempt to signal for help.
- Move to the lowest point in the room.
- Use clothing (or any accessible item) to seal off points of entering smoke.
- Protect yourself from smoke inhalation with a wet cloth by covering your nose and mouth.
- Avoid opening or breaking windows unless absolutely necessary.

Secure-and-Hold

A Secure-and-Hold is used for situations that do not justify a lockdown but require some precautions. Unlike a lockdown, free movement within the building is permitted.

Actions:

- Remain inside your current building.
- If outside, enter the nearest building.
- If Eagle Alert provides instructions to avoid a specific building, do not enter the building.
- Do not linger near windows and exits.
- Do not exit the building until advised by authorities.

Active Threat

An active threat may involve someone with a gun (active shooter), knife, or no weapon and includes various situations in which a person acts violently and poses a threat or risk to campus safety. The U.S. Department of Homeland Security suggests the following procedures:

Actions:

- **Run**
 - If possible, escape immediately and evacuate the premises.
 - Leave your belongings.
 - Keep your hands visible.
 - Do not attempt to move wounded people.
 - Call 911 or campus police when you are safe.
 - When you call, provide your location.
 - Provide a complete description of the suspect(s), including any observed weapons and the suspect's last known location.
 - Provide the location, if known, of any injured victims.
 - Stay on the phone until dispatch or campus police advise you to hang up.
- **Hide**
 - Immediately seek refuge in a safe place.
 - Lock the door.
 - Barricade the door using something like heavy furniture.
 - Silence your phone, including the vibration mode.
 - Turn off any source of noise.
 - Stay out of sight by hiding behind large objects
 - Stay away from doors and windows.
 - Stay Calm and remain quiet.
- **Fight**
 - As a last resort, only when your life is in imminent danger, attempt to disrupt, disarm, and/or incapacitate the suspect.
 - Act aggressively toward the suspect.
 - Throw things or attempt to find something that could be a weapon (i.e. sharp or dense objects).
 - Yell.
 - Commit to your actions. Do not hesitate in your defense.

Reminders:

- Do not open the door until the "all clear" is given through Eagle Alert or emergency personnel.
- Do not attempt to help others if it will endanger you or others.
 - Only attempt to help others if it is confirmed that they pose no threat.
 - If there is uncertainty regarding the identification or intent of someone seeking entry, the area must remain secure.
- The suspect may attempt to entice you to open or exit your safe place by banging on the door, yelling for help, posing as emergency personnel, etc.

Fire

Evacuation is required for everyone in the event of a fire alarm, the observance of smoke or fire, or if an individual informs you of smoke or fire.

Actions:

- If you observe smoke or fire, pull the nearest fire alarm if it is not yet sounding.

- Immediately evacuate to the nearest exit.
- Walk, do not run when evacuating.
- Do not use elevators.
- Check doorknobs when evacuating.
 - If the doorknob is hot, do NOT open the door.
 - Take a safer route if possible.
- Do not turn off lights.
- Close doors as you exit.
 - Leave doors unlocked.
- Once outside, inform fire personnel of important information.
 - If the fire alarm was just pulled, call 911 or the fire department once outside.
 - Inform them of the location and other pertinent details.
- Remain outside of the building at a safe distance.
- An “all clear” or authorization to re-enter the building can only be given by the commanding fire officer on the scene.

Medical Emergencies

Avoid contact with another person’s bodily fluids in a medical emergency. Do not attempt to move the person unless immediately necessary.

Actions:

- Immediately call 911.
- Provide essential details such as the exact location, type of injury, current condition, and medical history (if known).
- Ask those in the area if anyone is certified in CPR, first aid, or any medical profession.
- Provide first aid and/or CPR if required.
- Remain with the injured/ill individual until help arrives.

Exposure to Blood-borne or Other Pathogens:

Suppose a student, staff, or faculty member is exposed or believes they have been exposed to a potentially life-threatening pathogen. In that case, follow the steps outlined in the MCC Bloodborne Pathogen Exposure Procedure Policy found on EagleNet.

Actions:

- If an incident occurs, the student, faculty, or staff will report to the emergency room of his/her choice or to Rush Workforce Wellness located next to the Rush Hospital Emergency Room.
 - Rush Workforce Wellness operates between 8:00 a.m. and 4:00 p.m.
 - Report to Rush Emergency Room for initial evaluation if an incident occurs after hours.
- The attending healthcare provider should establish the need for any follow-up treatment.
- This action should be taken within one (1) hour of the incident.
- Prophylactic treatment should be started within 72 hours.
- The student will be responsible for fees incurred.

Possible Epidemics or Pandemics:

Actions:

- Collect information from faculty and staff members regarding the symptoms being experienced and the approximate number of individuals affected.
- Contact local Emergency Medical Services if immediate medical care is needed.

- Notify Campus Police when EMS is requested.
- Contact the County Health Department and/or County Emergency Management Agency to report findings and receive advice regarding appropriate responses.
- Distribute information quickly to the college community about the disease and its effects and accurate information regarding self-care and preventative measures.
- Should individual students experience severe symptoms, they may be asked to go home for treatment by family physicians.
- When necessary, students with acute or life-threatening symptoms shall be transported by ambulance to the nearest hospital for care.
- Should the County Health Department recommend a temporary restraint of activities, a decision regarding cancellation of classes or postponement of particular activities falls under the President's discretion.
- Meridian Community College refers to the Centers for Disease Control and Prevention (CDC) and the Mississippi State Department of Health (MSDH) guidance for evaluating students, faculty, and staff with potential pandemic exposure.
 - This guidance may be updated as changes are recommended by the CDC and/or the MSDH.
- College administrators will work closely with local and state officials to respond if a pandemic reaches Mississippi.
 - Some actions may include suspension of non-essential public gatherings, enforcement of self-protection methods, and activating a continuity of operations plan in case all college activities must be suspended.
 - Such a decision will be made in conjunction with advisories from the state governmental authorities.

AED Campus Locations:

- College Crossing: Office.
- Damon Fitness Center: Office hallway.
- Ivy-Scaggs Hall: Wall outside Campus Police.
- L.O. Todd/Billy C. Beal: Upstairs past the front desk to the right.
- McCain Theater.
- Montgomery Hall: First-floor lobby.
- Quave Center: Hallway by conference room and restrooms.
- Ralph E. Young Center for Adult Education: Lobby.
- Reed Hall: Center of the building.
- Riley Health Sciences: Near the dental lab.
- Riley Workforce Development Center: Hallway past the lobby.

Severe Weather

The location of Meridian Community College is particularly susceptible to tornados and hurricanes. The Mississippi or Lauderdale County Emergency Management Agency may activate sirens in severe weather.

Reminder:

Appendix A contains the designated shelter-in-place locations for each building.

Actions:

- Upon receipt of a tornado warning, everyone should take cover in their building's designated shelter-in-place location.

- A safe shelter is generally an enclosed space, surrounded by sturdy walls or other rooms, without windows (i.e., center stairwells, enclosed hallways, restrooms).
- If you are on an upper floor, move to the lowest floor.
- If outside, move into the nearest sturdy building (not a mobile building).
- If you are outside and unable to get inside a building, move into a ditch and lie flat on the ground.
- Do not leave your shelter until the warning has expired or the sirens stop sounding.
- If a building begins to flood, attempt to get in a high place, like on top of a bed or table.

Earthquake

Although uncommon, there is a possibility of an earthquake in Mississippi. The fault line is near Meridian.

Actions:

If Inside:

- **Drop:** get low to the ground to avoid falling or being knocked over.
- **Cover:**
 - Seek shelter under heavy furniture like a table or desk.
 - Use your arms to cover your head and neck.
 - Avoid windows and fall hazards like bookcases and light fixtures.
- **Hold On:**
 - Hold on to your cover and stay in position until the shaking stops.
 - Do not evacuate until the shaking has stopped and it is safe to move.

If Outdoors:

- Get in an open area.
- Move away from structures that could collapse or fall, like buildings or street lights.
- Get low to the ground or in a ditch.
- Do not move until the shaking has stopped.

If in a Vehicle:

- Stop the vehicle.
- Park in the open, away from any hazards.
- Stay in the vehicle and do not start it until the shaking has stopped.
- Avoid driving over bridges or roadways that could be damaged after an earthquake.

After an Earthquake:

- Everyone should evacuate buildings after an earthquake.
- Anticipate aftershocks.
 - Aftershocks can pose a threat for weeks following an earthquake.
 - Aftershocks can be just as severe as the original earthquake.
- Be aware of resulting hazards (injuries, gas leaks, utility outages, unstable structures, etc.).
 - Report any known injuries, hazards, or individuals unable to evacuate to 911.
 - Turn off any damaged utilities.
- Buildings should be inspected for damages.
- Collapsed buildings should be checked for trapped victims.
- Buildings should not be re-entered until an “all clear is given.”

Utility Outages

Utilities are essential to the operations of the campus. Any disruption will require immediate remediation by the Facilities Management. Report all outages to Facilities Management at 601.484.8651, ex. 651. Contact campus police for after-hours notification of an outage. Prolonged or campus-wide outages may result in suspension of classes and operations.

Actions:

Power Outage:

- Disconnect any equipment that a power surge could damage.
- Turn off lights, appliances, and/or devices to reduce the required power upon restoration.
- Evacuate the building. Power outages can present safety concerns.
 - Use the stairs. Elevators will not work during a power outage.
 - Contact campus police immediately if you are trapped in an elevator due to a power outage or know someone else trapped in an elevator.
- Facilities Management will act to turn off large electrical equipment in facilities on the campus.

Water/Sewer Outage:

- Do not attempt to use water/restrooms affected by a water outage.
- Turn off all water faucets and taps.
- Conserve remaining water resources until restored.
- The use of restrooms may be restricted in affected areas.
- Instructions will be given regarding working or portable restrooms.
 - If there is a campus-wide outage, the college will provide restroom access (ie., portable restrooms or showers).
- Major line breaks should be reported to the City of Meridian to coordinate repairs.

Natural Gas Outage:

- Close all outlets.
- Shut off all equipment or devices that produce flames or heat as a leak may have occurred.
- Evacuate immediately if the smell of gas is strong or there is poor air exchange.
- Evacuate immediately if a gas leak is detected or announced.
- Notify campus police of a leak or strong smell of gas.
- Report any evacuation activity to the campus police if they are not already aware.

Telecommunications Outage:

- Should computers go down, contact the IT Help Desk via cell phone at 601.938.6134.
- If all forms of electronic communications are down, prepare to convene in person.
 - Most first responders maintain the ability to communicate by cell phone in an outage due to an exclusive plan.
- Mass notifications may need to be delivered in person by walking or driving from building to building.

Civil Disturbances

Meridian Community College is committed to the rights of expression. College community members are free to express ideas or opinions if they do not disrupt normal operations. A civil disturbance occurs when the activities of a demonstration escalate in a manner that disrupts operation and/or risks the safety of the college.

A civil disturbance can include riots, threats, vandalism, and other crimes. These events often involve a large number of people, which creates additional risks.

Actions:

- In the event of a peaceful demonstration, campus police should alert the administration and be prepared for escalation.
- At the first indication of a demonstration evolving into a disturbance, notify campus police.
- The President or campus police may request assistance from local law enforcement agencies.
- Follow instructions from authorities.
- Remove yourself from the area.
 - Enter a safe location.
 - Evacuate campus if necessary.
- Do not become a spectator.
 - Do not argue or enter into a debate with the demonstrators.
 - Do not involve yourself with any crimes.

Behavioral Disturbances | Psychological Crises

A behavioral or psychological crisis refers to situations in which an individual's actions, emotions, or mental state pose a risk to themselves or others, disrupt the environment, or require immediate intervention. Some things to look out for are:

- **Aggressive or Threatening Behavior:** Actions that involve physical violence, threats, or intimidation towards others.
- **Self-Harm or Suicidal Behavior:** Attempts or expressions of intent to harm oneself.
- **Erratic or Disruptive Behavior:** Highly unusual, out of character, and significantly disruptive.
- **Panic Attacks:** Instances of intense fear or anxiety as well as physical symptoms like difficulty breathing or rapid heartbeat.
- **Emotional Distress:** Overwhelming negative emotions that impair the ability to function normally.
- **Psychotic Episodes:** Often caused by substance abuse, experiences of psychological issues that impair judgment, and one's perception of reality.

Actions:

- Stay Calm and attempt to de-escalate the situation.
 - Your demeanor can affect the individual's reaction.
- Assess the severity of the situation.
 - Determine if the behavior poses a threat to themselves or others.

If the Behavior Poses a Threat:

- Notify campus police immediately.
- Avoid confrontations that could escalate the situation.
 - Do not engage in an argument with the individual.
- Distance yourself and others away from the individual.
- If needed, attempt to isolate the individual away from others.
- Do not physically intervene unless necessary.
- Upon the arrival of campus police, inform them of necessary details concerning the situation.

If the Behavior is Not a Threat:

- Notify your supervisor, student affairs, instructor, etc.
- Inquire about their well-being and inform them of resources available.
 - Familiarize yourself with the counseling resources offered by the college listed below.

- Encourage them to submit a referral to counseling resources voluntarily.
- College professionals may coordinate an effort, if deemed necessary, to directly connect a student with counseling resources.
- If needed, remind them of employee or student behavioral standards.
 - Faculty or staff can submit a direct referral to Student Affairs requesting disciplinary charges against a student violating the behavioral code.

Behavioral Consequences:

- The Vice President or appropriate Student Affairs administrator may impose the consequences advised by the college disciplinary procedures upon a student in violation.
- One possible consequence is a temporary suspension effective immediately to prohibit the student's presence on campus until the case is resolved.
- This may be used in cases where the student's continued presence on campus threatens the well-being, rights, or property of the individual or other members of campus.

Resources Offered by MCC:

- [Weems Community Mental Health Center](#): 601.483.4821 or 800.803.0245
- [Psychology Associates](#): 601.693.8307

Full-Time Employees and Students:

- [TimelyCare](#) offers 24/7 access to virtual care, self-care, and well-being tools.

Full-Time Students:

- Up to 6 free visits to [Weems Community Mental Health Center](#) per calendar year.
- Up to 4 free visits per calendar year to [Psychology Associates](#).
- [Call or text 988](#) to speak with trained counselors who can provide support and resources.

Details:

- These sessions are confidential.
- A student can call either of these agencies to make an appointment.
- A student will need their student identification card and class schedule when attending an appointment.
- For more information, see the [student resource guide](#) or contact Nedra Bradley at 601.484.8674 | nedra.bradley@meridiancc.edu

Threats

Any instance of proposed endangerment of the college is considered a threat. Appropriate response procedures will be decided by administration, campus police, and/or outside agencies. **All threats will be treated as legitimate until proven otherwise.**

Actions:

Handling a Threat:

- **Letter:** Notify campus police.
 - Upon determination of a threat, cease handling the letter or envelope.
 - Provide the letter to campus police
- **Telephone or Fax:** Do not hang up.
 - Complete the bomb threat form listed below (if received by fax, attach a copy of the fax).
- **Email or Text:** Notify campus police.
 - Print or take a photo of the message.

- Do not close an email or delete a text message.
- **Person-to-Person (including second party):** Notify campus police.
 - Document the conversation and the person's description.
 - Attempt to keep track of person.
 - Do not confront them or attempt to restrain them.
 - Only law enforcement should attempt to restrain individuals physically.
- ALWAYS IMMEDIATELY report a threat received, seen, or overheard to campus police.

Responding to a Threat:

- After assessing the validity of a threat, the incident management team will decide on the appropriate response procedures.
- Eagle Alert will notify the college of the chosen emergency procedures.
- Once notified of the procedures, follow the given guidelines (i.e. follow the evacuation procedures if an evacuation is ordered).
- Continue following procedures until the official "all clear" is given.

Bomb Threat:

- If a bomb threat is received, local law enforcement must be immediately notified to provide Explosive Ordinal Disposal Services (EOD).
- None but those certified in EOD should handle unidentified objects or explosives.
- Do not forget to refer to the bomb threat checklist below in case of a call-in threat.

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

* Refer to your local bomb threat emergency response plan for evacuation criteria

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov



V2

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information: _____

Suspicious Packages or Substances

Actions:

- If a package or delivery arrives at any area on campus that raises concerns, immediately contact Campus Police.
- Refer to the bomb threat checklist above for signs of a suspicious package.
- A suspicious package should not be moved or altered in any way. Wait for the arrival of Campus Police.
- If you see a drone or UAS flying over campus, notify campus police.
 - If it lands, do not get near or try to catch it.
- Campus Police will perform an assessment and decide if external assistance is needed.
- Campus police, administration, and local law enforcement may decide an emergency response is needed.
- The campus will be expected to follow the given procedure, in which they will be notified of through Eagle Alert.
- Do not use phones or radios near the area.
- Remember that modern bombs and explosive devices can be constructed to look like almost anything.
 - They can also be placed or delivered in several ways.
 - The probability of finding a bomb that looks as expected is very low.
- Due to the possibility of cross-contamination of a dangerous substance, no one should leave the immediate area.
 - Authorities will direct individuals exposed to a dangerous substance to the appropriate personnel for medical testing and/or treatment.
- A controlled evacuation or lockdown of the building may be necessary.
- The Incident Management Team may meet in the Incident Command Center at the President's discretion.

Explosions

Explosions can cause mass damage. In the incident of an explosion, as soon as it is safe to do so, an authorized designee should send out an Eagle Alert and notify local emergency response agencies. Any utility breaks should be reported to Facilities Management.

Actions:

- As an explosion occurs, take cover under sturdy furniture or against interior walls with your back to the windows.
- To avoid smoke or harmful gases, stay low to the ground and place a wet cloth over your nose and mouth.
- Avoid windows, glass doors, and other potentially hazardous structures.
- Once the explosion is over, evacuate the building.
 - Refer to the evacuation procedures.
 - Take the stairs; do not use elevators.
- Call 911 as soon as possible.
- Assist those with disabilities and/or service animals if it is safe.
- Once out of the building, move to the designated rally point.
- If you cannot safely evacuate, find a safe location and notify campus police of your location.
- Follow the instructions given by authorities.
- Notify campus police of any injuries, casualties, or those unable to evacuate.

- Provide first aid to injured if required.
- Report any personally sustained injuries, even minor ones, to campus authorities.
- Faculty and/or supervisors should account for those under their care, reporting anyone unaccounted for to emergency personnel.
- Notify campus police of structural instabilities and other dangers (fires, gas leaks, debris, etc.).
- Be prepared for possible secondary explosions and other resulting dangers.
- Follow up with medical professionals for any continuous or delayed symptoms.

Major Accidents and Hazardous Materials Incidents

Meridian Community College is a metropolitan institution near several major highways, a large rail yard, and two major military/civilian airports. A major accident involving chemical spills, toxic clouds, fires, etc. could occur.

Actions:

- If the accident is on the campus, notify campus police immediately.
 - Notify appropriate community agencies (police, ambulance, fire, etc.) and render emergency assistance if possible.
- If a major accident occurs near the campus, once campus police are informed, they should notify the campus Incident Management Team.
- The Incident Management Team will evaluate the level of risk to the campus based on determining emergency steps that should be taken. These could include:
 - Partial or complete evacuation of the campus.
 - Some buildings ordered to take cover.
 - Cancellation of outdoor activities.
- If a toxic product is released into the atmosphere, an order to evacuate or shelter-in-place will be made.
- If ordered to shelter-in-place, individuals should be instructed to remain inside buildings.
- If possible, air handling equipment should be shut off.
- Make notice of the wind direction and remain upwind from the toxic product if possible.
- Individuals should remain inside until an “all-clear” is given.

Accessibility in an Emergency:

If you are an individual with a disability, consider asking an instructor or peer to assist you in the event of an emergency. Inform them of your preferred method of assistance. If you are not a disabled individual and you notice a disabled individual in need during an emergency, attempt to offer assistance if it is safe to do so.

Actions:

- Request assistance from those nearby. Tell them how they can assist you (letting them hold your arm, etc.).
- **Vision Impaired:** Be cautious of obstacles or debris; ask the person to inform you of the obstacles while evacuating.
- **Hearing Impaired:**
 - Watch for visual alerts, such as flashing lights, while paying close attention to your mobile device in case of an Eagle Alert.

- o Consider asking someone to alert you in the event of an emergency or audible alarm.
- **Mobility Impaired:** Elevators should not be used because they could be hazardous.
 - o If you can use stairs with assistance, consider asking someone to assist you.
 - o If you use a wheelchair or other assistive device, inform those helping you of the proper handling procedures of your assistive device.
 - o If you cannot use stairs or obtain assistance, move to a safe place like a stairwell landing and notify emergency personnel of your location.

Service Animals During Evacuations

Individuals with service animals should prioritize their own safety first and then the safety of their animals. Consider speaking with an instructor or peer about the assistance you or your service animal may need in an emergency. Give them guidance on how to assist you or your service animal best.

Actions:

- **Practice Evacuations:** Familiarize yourself and your service animal with evacuation routes.
 - o This preparation will ensure that you and your service animal are prepared during an emergency.
- Keep your service animal close by and ensure they are always under your control.
- If possible, maintain physical contact with your service animal via leash or harness.
- Assist if necessary.
 - o If an individual with a service animal asks for help with their animal during an evacuation, always respect their autonomy in handling their service animal.
 - o Never separate a service animal from its owner unless requested or required due to exceptional circumstances.
- Notify emergency personnel of additional assistance or concerns involving the owner's or service animal's safety.
- If an individual with a service animal cannot use the stairs, they should move to an area of refuge, notifying emergency personnel of their location.
- Service animals should stay with their owner during this time.

Post Evacuation Care:

- After arrival at the rally point, ensure your service animal is safe.
- If your animal shows signs of distress, consider seeking assistance from those around you or notifying emergency personnel.
- Safe places are locations within some buildings that vulnerable populations may utilize if unable to evacuate.
- Building occupants should quickly provide emergency responders with information concerning these individuals (location, mobility issues, number, etc.).
- Remember that elevators should not be used in certain emergencies.

If Campus is Damaged Following an Emergency:

- Contact outside agencies such as fire, EMS, and law enforcement if immediate assistance in emergency response is needed.
 - o Medical care should be obtained for the injured.
 - o Search and rescue efforts should be activated for trapped victims.
 - o Notify the Lauderdale County Emergency Management Agency for assistance or additional resources in post-incident relief efforts.

- The Incident Management Team will be notified to assemble and begin operating in the Incident Command Center.
- Facilities Management personnel should attempt to restore utility services as much and as quickly as possible.
- Damaged buildings should be closed.
- If shelter is needed for residents, a suitable and safe shelter should be provided.
- Food should be provided if residents do not have the means to obtain it.
- Any decisions regarding college closures and/or suspension of normal operations, services, or events fall under the discretion of the President.

APPENDIX A: Designated Shelter in Place and Rally Point Locations

Buildings	Weather: Designated Shelter in Place Locations	Evacuation: Rally Point Locations
Buildings on Campus		
Annex Building	Shelter in Webb Hall, eLearning, or shelter in place	<p>Proceed to a safe, outside area. This area should be at least 500 feet away from the building.</p> <p>Some buildings will have specific rally points due to their complexity or location while many general academic buildings will not.</p> <p>If there is a situation where you either cannot get to the rally point or safe meeting area away from the building. Attempt to get to a safe place that is within the vicinity and follow the instructions you are given through eagle-alert, campus police, the PA system, or other emergency personnel.</p> <p>If you have not been given instructions communicate to those around you in order to decide the best course of action.</p>
Chapel	Go to Smith Hall (downstairs break areas) or Todd Hall Basement	
Davidson Fine Arts	First-floor hallway away from windows; rooms 1012 and 1013	
Facilities Management	Thornton or Elliot Hall	
Hardin Hall	Conference room and both restrooms	
Holladay Center for E-Learning	Center of building	
Ivy-Scaggs Hall	Bottom of gym and basement hallways	
L.O. Todd Library	Basement hallway, away from windows	
Montgomery Building	Restrooms downstairs	
President's House	Center hallway, away from windows	
Quave Center	Quave bathrooms or Ivy-Scaggs Hall basement	
Reed Hall	Room 115A, including hallway by restroom away from windows	
Riley Health Building	Dental lab hallway downstairs, away from windows	
Smith Hall	Downstairs break area and hallway break room	
Webb Hall	Hallway past main entrance and restrooms	
Off-Campus Buildings		
Chandler Center for Culinary Arts	Freezer	College park parking lot between Cosmetology and Culinary Arts
Charles Young School of Cosmetology	Back Classroom	College park parking lot between Cosmetology and Culinary Arts
Dulaney Center	Freezer in back of building	Parking lot in front of building
Early Childhood Academy	Middle area or room away from windows toward center	College park parking lot between Cosmetology and Culinary Arts
Ralph Young Center for Adult Education	Restrooms	Parking lot on the side of the building, in between Adult Education and Rush Nursing
Rush Hall	Restrooms and hallways, away from windows	Parking lot behind building, in front of Young Fashion beauty store
Rush School of Practical Nursing	Center hallway away from windows	Parking lot by the entrance of the building in front of College Park Auto
Truck Driving Training	Hallways of building, away from windows	Front gravel parking lot
Utility Lineman	Hallways of building, away from windows	Large grass area in front of building
Weddington Hall	Hallways of building, away from windows	Back parking lot, behind the building
Workforce Development	Computer Lab 149 and hallways near 149	Front parking lot away from building
Residential Buildings		
College Crossing Apartments Building 1	Bottom hallways away from windows in Thornton Hall	Thornton hall parking lot
College Crossing Apartments Buildings 1 & 2	Bottom floor in hallways, away from windows in Elliot Hall	Elliot hall parking lot

Elliott Hall	Bottom floor in hallways, away from windows	Front parking lot away from building
Thornton Hall	Bottom floor hallways, away from windows	Front parking lot away from building
Athletic and Fitness Facilities		
Athletic Performance Center	Bottom floor hallways away from windows	Proceed to a safe, outside area. This area should be at least 500 feet away from the building.
Damon Fitness Center	Shower stalls in bathroom	
Evens Field House (Tennis)	Bottom hallways away from windows in Thornton hall	
Scaggs Field (Baseball)	Smith Williams field house, baseball locker room	
Smith Soccer Complex/ CD Smith Field	Track and Field house locker rooms	
Smith Williams Field House (Baseball)	Baseball locker rooms	
Track and Field House	Locker rooms	

APPENDIX B: Emergency Contacts/Alert List

In imminent danger to life or property, **call 911** first for the fire department, emergency medical services, or police. Dispatch (911) will communicate with MCC Police and other first responders. Otherwise, immediately contact MCC Police.

Title	Name	Office Phone
President	Dr. Tom Huebner	601.484.8618
Vice President for Academic Affairs	Michael Thompson	601.484.8700
Vice President for Financial Affairs/CFO	Drew Edwards	601.484.8563
Vice President for Institutional Advancement	Dr. Leia Hill	601.484.8612
Vice President for Student Affairs	Dr. Cedric Gathings	601.484.8888
Vice President for Workforce Solutions	Joseph Knight	601.481.1329
Associate Vice President for Technology	Dr. Kelley Gonzales	601.553.3440
Associate Dean of Student Affairs	Sander Atkinson	601.484.8707
Chief of MCC Police	Casey McElhenney	601.701.3215
Director of Facilities	Jim Price	601.484.8615
Director of Safety and Security	Lindsey Clodfelter	601.484.8638
Director of Workforce Development	Darren Bane	601.484.8776

Outside agencies may be called upon to provide additional assistance in an emergency.

Agency	Phone Number
Emergency Dispatch	911
Meridian Community College Campus Police	Cell 601.938.0072 Office 601.484.8620, Ex. 1620
Meridian Police Department	601.485.1893
Lauderdale County Sherriff's Department	601.482.9806
Metro Ambulance Service	601.483.2260
Meridian Fire Department #3 (Closest Station)	601.485.1873
Lauderdale Emergency Management Agency (LEMA)	601.482.9852